

JAN 1968

**BASIS FOR COMPUTING TANGIBLE SAVINGS FROM RECORDS ADMINISTRATION**

**Records Disposition**

**I. Records Disposition - Offices**

1. Cubic of Records Destroyed in Agency Offices \_\_\_\_\_
2. Cubic of Records Transferred to Records Center \_\_\_\_\_
3. Cubic Feet Eliminated from Office \_\_\_\_\_  
(Item 1 plus Item 2)
4. Savings (Item 3 x \$59.15) \$ \_\_\_\_\_

**II. Records Disposition - Archives and Records Center**

1. Cubic Feet of Records Destroyed \_\_\_\_\_
2. Cubic Feet of Records Transferred (Permanently) \_\_\_\_\_
3. Cubic Feet Eliminated from Archives & Records Center \_\_\_\_\_  
(Item 1 plus Item 2)
4. Savings (Item 3 x \$1.78) \$ \_\_\_\_\_